

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

Commercial Specialist

1) **Location:** The Foreign Commercial Service, U.S. Embassy, Tokyo, Japan

2) **Closing Date:** September 28, 2001

3) **Basic Function of Position:**

This position is that of a senior FSN Commercial Specialist in a country of paramount importance to U.S. interests, where trade issues constitute perhaps the single most critical element of the bilateral relationship. The incumbent serves as a senior advisor and expert to the Chief of the Information Technologies Unit, the Commercial Counselor, the Commercial Minister, and to high-ranking officials representing a wide variety of agencies in Washington on his/her assigned sectors. These will include, but not be limited to, computer hardware, software and related services; semiconductors and related technologies/components, as well as their production equipment; and other sectors as assigned.

The information technologies sector is a top priority for CS Japan. The incumbent of this position will play a critical role in organizing targeted trade promotion events, providing single client services, reporting on developments and trade opportunities in the information technologies area, supporting USG market opening negotiations/initiatives, and networking with key Japanese government and private sector leaders.

4) **Desired Qualifications:**

a) **Education** – University degree with economics/business/marketing major and related disciplines with research capability or three full years of progressively responsible job-related experience.

- b) **Prior Work Experience** – More than 10 years experience in business, business research and related activities including 5 years in information technology or related field.
- c) **Language** – Level IV (fluent) in English and Japanese.
- d) **Knowledge** – A sound understanding of Japanese commercial activities and business practices. Good understanding of U.S. export promotion goals and programs. Practical working knowledge and experience with major English and Japanese OS environments and their major application programs.
- e) **Skills and Abilities** - Efficient management skills in disseminating USDOC export development services and information on the Japanese market, including market research data on various industry sectors in Japan. Sound judgment on organizational and administrative matters. Good editing and evaluative skills. Initiative in reviewing, improving and developing programs and services in incumbent's area of responsibility. Ability to develop and maintain working level contacts in government and private business in Japan. Ability to obtain and evaluate data, do databasing, prepare accurate and precise reports, and to know when to seek higher-level assistance are high desirable.

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HOW TO APPLY

Please send both English and Japanese resumes to the Human Resources Office (Address: U.S. Embassy 1-10-5 Akasaka, Minato-Ku, Tokyo 107-8420). Resumes must include:

- 1) Position you are applying for
- 2) Educational background
- 3) Dates of employment
- 4) Description of duties
- 5) Full annual income history to be considered
- 6) Copy of Newspaper's Advertisement or this notice

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ELIGIBLE APPLICANTS

- 1) **Japanese citizen.**
- 2) **American Citizen and non-Japanese.**
 - a) Applicants must meet one of the following criteria to be eligible for employment under Japanese government laws and regulations.
 - a) Under Permanent Residence Status

- b) A child/spouse of the person who is a Permanent Resident
- c) A Long-term Resident
- d) A spouse/child of a Japanese National
- b) Please send a copy of proof of residence status allowing employment without employer sponsorship.

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WORKING CONDITIONS

- Working hours: 8:30 ~ 17:30 (8 hours)
- Holidays: Saturday, Sunday, Japanese and U.S. Holidays
- Annual and Sick leave: each 13 days per year
- Health Insurance/Kosei Nenkin: Not provided but there is subsidiary for Kokumin Nenkin Kikin from U.S. Government.
- Labor Insurance: American Workmen's Compensation
- Severance pay: provided
- Retirement Age: 65
- Salary: Will be evaluated based on applicant's experience, knowledge, and U.S. Government compensation regulations.

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**ONLY APPLICANTS SELECTED FOR INTERVIEWS
WILL BE CONTACTED**

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**WE DO NOT PROVIDE ANY WRITTEN NOTICE
IF YOU ARE NOT CALLED FOR AN INTERVIEW**

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